

SECRET
SECURITY INFORMATION

31 March 1953

MEMORANDUM

TO : New Members of Document Procurement Committee


SUBJECT: Agenda of Meeting - 4 March 1953
Room 2125 M Bldg., 9:00 A.M.

1. Microfilm Problem: The problem of "selling" the use of microfilm to CIA analysts was discussed. Some customers have been unwilling to use microfilm under any circumstances and have placed excessive demands on Agency reproduction facilities. Reproduction of prints from film is a lengthy and expensive process. It is felt, therefore, that there should be some office responsibility for approval of reproduction requests. Wider distribution of microfilm readers in the offices themselves, and the use of dictaphones by the analyst may also help to solve the problem. This is being explored in ORR and OSI at the present time.

2. FED - U and UC Translations: It was urged that copies of U and UC reports now held in operating offices be returned to the Library if no longer in use.

3. Recalls: The new recall system for overdue loans was explained. Assistance from DPC members was asked in cases where the borrower had failed to respond to two recalls. It was stressed that, with the exception of inter-library loan items, renewals may be requested by phone (documents, EXT 3505; books, EXT 8706). About once a month, a list of delinquents will be sent to the DPC member who will call each borrower and "arrange" for release of the overdue item.

4. Routing: All DPC members were asked to aid in an attempt to expedite routing of documents.


Deputy CIA Librarian

25X1A

SECRET
SECURITY INFORMATION